



**DEPARTMENT OF HIGHER EDUCATION  
JOB OPPORTUNITY  
SENIOR CONSULTANT**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Posting of Vacancy:** Senior Consultant (Grant-Funded Position)  
**Posting Date:** December 23, 2010  
**Closing Date:** January 5, 2011  
**Open To:** The Public  
**Location:** 61 Woodland Street, Hartford, CT – but this position will require travel in and around the State of Connecticut.  
**Shift/Hours:** 1<sup>st</sup> Shift/40 hours per week  
**Minimum Starting Salary:** \$56,568 (less two furlough days)

**Minimum Qualifications:** Bachelor's degree required, Master's degree preferred; minimum of three years experience in education or higher education - with a background in transitions between high school and college (preferred); broad knowledge of systems and policies that facilitate and inhibit the success of students (preferred); excellent analytical abilities; ability to prepare reports and conduct evaluations; computer literacy; strong written and oral communication skills.

**Examples of Duties:** Develop and maintain ongoing relationships with relevant stakeholders with a role to play in the success of students through and beyond high school in the State of Connecticut; Facilitate conversations and meetings to understand students who would benefit from support and the challenges to their success; Collaborate with partners to identify, obtain and support necessary resources required for facilitation of student transitions; Working with partners, develop systems for monitoring progress and be able to inform and drive change; Establish excellent working relationships with colleagues and external parties; Provide project leadership/assistance and perform other duties as assigned by the Director.

**Note:** The Department may consider filling this position at the Consultant or Trainee level for individuals who do not meet the specific requirements for this position, but have alternate training and education that could be applied to this position.

**Application Instructions:** Anyone wishing to apply for this position **must** send a cover letter, resume and at least three professional references by the closing date listed above to (those who applied previously do not need to apply again):

**Department of Higher Education  
61 Woodland Street  
Hartford, CT 06105-2326  
Attn: Toby Bates**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.